



JUSTIS Information System for the District  
of Columbia

Phase 2 Project file

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**Data Contribution Design Documents**

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# 1. Introduction

## 1.1 Purpose of This Document

This document details the design of each the JUSTIS participating agency's data contribution. The JUSTIS Implementation Team with the support and agreement from the participating agencies has developed the following document. Each agency's plan includes a list of designated agency JUSTIS support staff, a description of the data to be contributed to JUSTIS, and a methodology for data contribution. Gaining a complete understanding of the technical relationships each agency maintains in relation to JUSTIS is an important introduction to understanding how JUSTIS operates.

Although each agency contributes data to JUSTIS, the type of data sources and method of data contribution varies across agencies. This document illustrates the various data sources and the various data contribution methodologies deployed throughout JUSTIS. Each agency data contribution design ends with a detailed description of the process involved with the contribution and the subsequent update of the agency data. This provides the user with an understanding of the evolution of the agency data in JUSTIS.

## 1.2 Audience

The intended audience for this document is JUSTIS management and systems support personnel. The nature of the document is necessarily somewhat technical, so a technical background is useful but should not be a pre-requisite to understanding.

## 1.3 Document Maintenance and Security

This document is currently a JUSTIS Phase 2 deliverable, and references the state of the system and forecasts for change as of August 2001. Each subsequent phase of JUSTIS should include an update to this document to reflect changing conditions.

This document contains specific hardware information that might be useful to a system attacker interested in compromising JUSTIS. Because of this, **this document should not be published to a public web site**. Rather, it should be kept and maintained as a secured project record.

## 1.4 JUSTIS Phase 2 Documentation Summary

JUSTIS Phase 2 Documentation	
Deliverable Number	Document
1.4	Hardware Expansion Plan
1.5	Software Upgrade Plan
1.6	Operations Procedures Manual
1.7	Security Policies & Procedures
1.10	Help Desk Documentation
1.11	Programmers Guide
1.12	Final Blueprint
1.1.1	Disaster Recovery Plan
1.1.2	Security Documentation
2.1	User's Manual
2.2	Trainer's Manual
4.1	Data Contribution Documentation
5.1	Web Maintenance Manual

## 2. Court Services and Offender Supervision Agency

### 2.1 Agency Details

#### 2.1.1 Address

Court Services and Offender Supervision Agency  
633 Indiana Avenue, NW  
Washington, D.C., 20004-2902

#### 2.1.2 Contacts

The individuals listed in the following table are considered Court Services and Offender Supervision Agency JUSTIS Contacts. These contacts have supported the JUSTIS Proof of Concept and will continue to assist the implementation team throughout JUSTIS phase 2.

Role	Name	Contact Info.	E-mail
Management and Policy	David Stevenson	(202) 220-5385	stevensond@csosa.fed.us
Data and Systems	Andre Teku	(202) 220-5381	ateku@csosa.fed.us
Data and Systems	Mike Barret	(202) 220-5380	barretm@csosa.fed.us
Network Connectivity	Christopher Emery	(202) 220-5366	emeryc@csosa.fed.us
Data Quality Assurance	Michael Barret	(202) 220-5380	barretm@csosa.fed.us
Help Desk	Ginger Lynch	(202) 220-5367	lynchg@csosa.fed.us
Data Security	Michael Barret	(202) 220-5380	barretm@csosa.fed.us
System Training			
Webmaster	Jeff Beal		bealj@csosa.fed.us

## 2.2 Data to be Contributed

CSOSA has agreed to contribute the following data to the JUSTIS System:

Court Services and Offender Supervision Contributed Data	
Parole Data	All parole records
Probation Data	All probation data

The data is indexed by the following fields:

Court Services and Offender Supervision Data Indices	
DCDC	District of Columbia Department of Corrections Number

The flat file generated by CSOSA is currently being provided to other public safety agencies within the District of Columbia. This file is being provided on a weekly basis. The following tables lists the data in the flat file<sup>1</sup>:

Layout for CSOSA Identification Data: Table Name: CJISID.ID

Court Services and Offender Supervision Identification Data	
Column name	Type
DCDC	Text
PDID	Text
SSN	Text
FBI	Text
ICN	Text
LN	Text
FN	Text
M_I	Text

<sup>1</sup> Currently the flat file extract generated by CSOSA combines both probation and parole data in one table.



Court Services and Offender Supervision Identification Data	
Column name	Type
DOB	Text
SEX	Text
RACE	Text
FTD	Text
PED	Text
PARSTATUS	Text
HEARDATE	Text
HEAROUTCOM	Text
CONSIDESC	Text
DISPO_DATE	Text
DISPODESC	Text
JURISDICTION	Text
ON_AFT_DT	Text
PO_NAME	Text
UNIT_DESC	Text
PO_PHONE	Text
CLASSDEC	Text
FROMDESC	Text
WARRANT	Text
WAR_DT_ISS	Text
WAR_DT_TER	Text
TERMDESC	Text
REL_DATE	Text
HSN_STREET	Text
HSN_QUAD	Text
HSN_WARD	Text
HSN_CITY	Text
HSN_COUNTY	Text

Court Services and Offender Supervision Identification Data	
Column name	Type
HSN_STATE	Text
HSN_ZIP	Text
PHONE	Text

Layout for CSOSA Offense Data: Table Name: CJISID.OFF

Court Services and Offender Supervision Offense Data	
Column name	type
DCDC	Text
PDID	Text
SSN	Text
FBI	Text
ICN	Text
CASE_NO	Text
DATE_SENT	Text
OFFDESC	Text

CSOSA confidentiality, and security requirements restrict offender residence information from being displayed in the JUSTIS system. Also, the hearing data being provided to the JUSTIS system must carry a disclaimer conveying that the data is not originated in CSOSA and accuracy in the hearing data is not the responsibility of the CSOSA.

## 2.3 Data Transfer Design

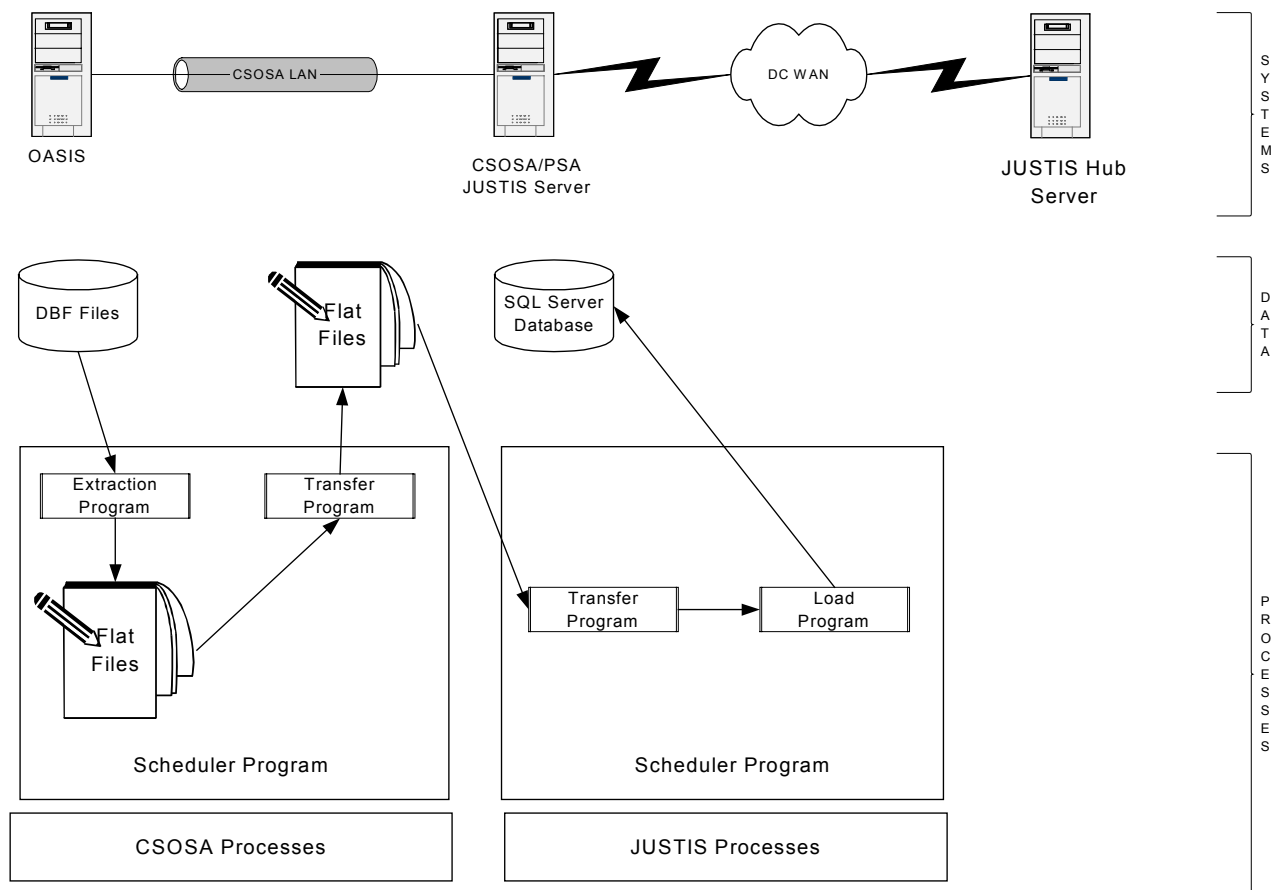
In the development of the agency data transfer design; CSOSA was presented with several optional data extract methodologies. CSOSA ultimately determined that it would continue utilizing the Flat File Extract and Transfer methodology initiated in the JUSTIS POC. As a result of Phase 2 implementation this methodology has been automated. Automation has reduced manual intervention and provided a more reliable update of the data.

This solution choice will need to be revisited in a later phase, once CSOSA completes the implementation of their planned case management system.

### 2.3.1 Description

CSOSA currently runs a weekly flat file extraction for other public safety agencies throughout the District of Columbia. JUSTIS will receive a copy of this pre-established flat file. Each extraction is the complete database and will be automatically transferred to the CSOSA/PSA server. Once the extraction file is on the CSOSA/PSA JUSTIS server, a separate program will be automatically invoked which copies the current SQL databases to a backup location, empties the current SQL database from the CSOSA/PSA JUSTIS server and then creates new Parole and Probation tables from the extraction file. The JUSTIS inquiry application will access the SQL database.

### 2.3.2 Diagram



### 2.3.3 *Process Flow*

At CSOSA – weekly (currently scheduled every Thursday night), the extraction program is run. This program extracts all records in OASIS, condenses all the tables into one, and places it in a flat file format.

At CSOSA – once the flat file is extracted the transfer programs places the flat file in a specified folder on the CSOSA/PSA JUSTIS server.

At JUSTIS – a scheduler program on the CSOSA/PSA JUSTIS server creates a backup of the current SQL Server Database and removes the records from the database.

At JUSTIS – the scheduler program processes the flat file placed on the CSOSA/PSA JUSTIS server in step 2 and loads the records into the SQL Server database via a load program. A “date of last update” (DLU) flag is taken from the date of creation attached to the extracted flat file created in step 1.

JUSTIS users use the inquiry application and read data from the SQL Server database for CSOSA. The inquiry screens inform the user of the DLU for this data.

### 3. D.C. Department of Corrections

#### 3.1 Agency Details

##### 3.1.1 Address

Office of Management Information and Technology Services  
D.C. Department of Corrections  
1923 Vermont Avenue, N.W.,  
Room N115  
Washington, D.C. 20001

##### 3.1.2 Contacts

Role	Name	Telephone	Email
Management and Policy	Tom Hoey	(202) 671-2053	thoey@dcgov.org
Data and Systems	Guru Prasad Atturu	(202) 673-8245	guruatturu@hotmail.com
Network Connectivity	Sougata Maitra	(202) 673-8240	smaitra@dcgov.org
Data Quality Assurance	Steve Fezuk	(202) 671-2544	sfezuk@dcgov.org
Help Desk	Sandra Irick	(202) 671-2078	sirick@dcgov.org
Data Security	Keith Godwin	(202) 671-2074	kgodwin@dcgov.org
System Training	Laverne Harvey	703-643-2287	lharvey@dcgov.org
Webmaster	Keith Godwin	(202) 671 2074	kgodwin@dcgov.org

#### 3.2 Data to be Contributed

Due to the methodology of accessing the Jail and Community Corrections System (JACCS), it is unnecessary to list the data contribution table structure, therefore this document lists only a summary of the data to be shared:

DC Department of Corrections Contributed Data	
Inmate Identification	
Inmate Location	
Booking History	
Demographic Information	
Inmate Charges	
Inmate Detainers	
Transfer History	

This data is indexed by the following data elements:

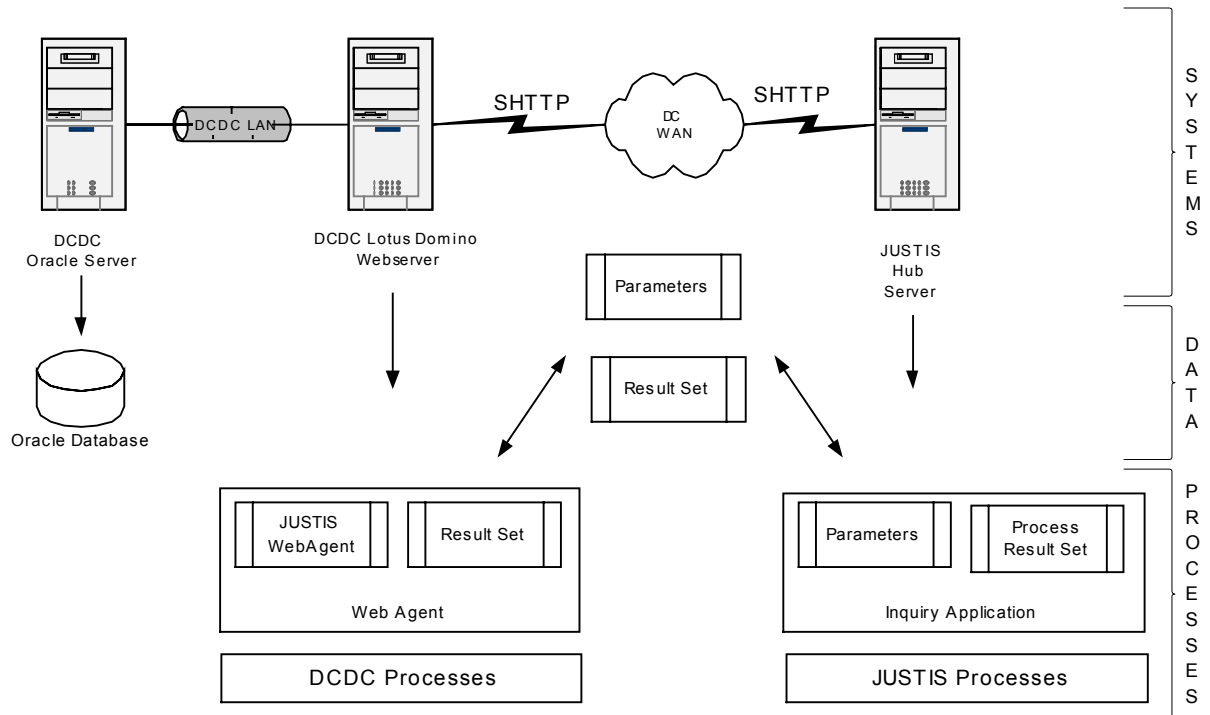
DC Department of Corrections Data Indices	
Name	Last Name of the Inmate
PDID	Fingerprint Supported Unique Identification Number
FBI Number	Record Number Assigned by the FBI
SSN	Social Security Number of the of the Arrestee
Arrest Number (Under Review)	Central Case Number for the Person Arrested

### 3.3 Data Transfer Design

#### 3.3.1 *Description*

In this process a query string is passed to the DCDC web server. This query string includes parameters such as DCDC number, SSN, First Name, Last Name, Location or a combination of any two parameters using a Boolean operator along with the userid and password necessary to access the DCDC web server. The agent, which resides on the existing DCDC Lotus Domino web server returns the result sets (either URL to HTML pages or the data stored in an array).

### 3.3.2 Diagram



### 3.3.3 Process Flow

1. At DCDC – develop JUSTIS Web agent, which process parameters from the inquiry application and returns the result set.
2. At JUSTIS – develop inquiry application so that a query string is passed to the JUSTIS web agent located on the DCDC Web server.
3. At JUSTIS – develop templates to display the returned result set.
4. At JUSTIS – JUSTIS users use the inquiry application to get the data. The inquiry screens inform the user of the DLU for this data.

## 4. D.C. Superior Court

### 4.1 Agency Details

#### 4.1.1 Address

Superior Court for the District of Columbia  
500 Indiana Avenue, N.W.  
Washington, D.C. 20001

#### 4.1.2 Contacts

Role	Name	Telephone	E-mail
Policy and Management	Ken Foor Chief Information Officer	(202) 879-1102 (fax) (202) 305-7701	<i>fork@dcsc.gov</i>
Data Management	Debbie Grafton	(202) 879-1790	grafted@dcsc.gov
Data Management	Frank Nowicki	(202) 879-1107	nowickifj@dcsc.gov
Network Connectivity	Sid Hare	(202) 879-4822	hares@dcsc.gov

### 4.2 Data to be Contributed

During development of the JUSTIS proof-of-concept, DCSC indicated that they would be able to share the following types of data:

Superior Court for the District of Columbia Shared Data	
Case Scheduling data	
Charge Data	
Sentencing Data	
CJIS data	
USAO data	



# Data Contribution Documentation

This data is indexed by the following data elements:

Superior Court for The District Of Columbia Data Indices	
Name	
PDID	

During the planning for JUSTIS phase 2 data contribution, a much more detailed view of this data was developed. The data from DCSC will be shared through a database extract to flat file. The format of this flat file currently shared with PSA is expressed in the following COBOL FD:

```

01 OUTPUT-REC.
    02 FIRST-REC.
        03 CURRENT-DATE-OUT.
            05 CURRENT-CC                PIC XX.
            05 CURRENT-YY                PIC XX.
            05 CURRENT-MM                PIC XX.
            05 CURRENT-DD                PIC XX.
        03 FILLER                        PIC X(363) .
    02 HEADER-INFOREDEFINESFIRST-REC
        03 HEADER-RECORD-TYPE           PIC X.
            05 CASE-NO.
                10 CASE-NO-PREFIX        PIC X(1) .
                10 CASE-NO-SEQ           PIC X(5)
                10 CASE-NO-YEAR          PIC X(2) .
            05 CITATION-FLAG             PIC X(1) .
            05 INDICTMENT-CASE-NO        PIC X(8) .
            05 SP-CASE-TYPE-CODE          PIC X(2) .
            05 EXTR-DEMAND-STATE          PIC XX.
            05 BOND-STATUS-CODE           PIC XX.
            05 BOND-ALT-STATUS-CODE       PIC XX.
            05 BOND-CASH-PCT              PIC 9(3) COMP-3 .
            05 BOND-ALLOW-CASH           PIC X(1) .

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05 BOND-ALLOW-SURETY	PIC X(1) .
05 BOND-SET-DATE.	
10 BOND-SET-CC	PIC 9(2) .
10 BOND-SET-YY	PIC 9(2) .
10 BOND-SET-MM	PIC 9(2) .
10 BOND-SET-DD	PIC 9(2) .
05 BOND-PASTED-DATE.	
10 BOND-POSTED-CC	PIC 9(2) .
10 BOND-POSTED-YY	PIC 9(2) .
10 BOND-POSTED-MM	PIC 9(2) .
10 BOND-POSTED-DD	PIC 9(2) .
05 BOND-ACTION-CODE	PIC X(1) .
05 BOND-ACTION-DATE.	
10 BOND-ACTION-CC	PIC 9(2) .
10 BOND-ACTION-YY	PIC 9(2) .
10 BOND-ACTION-MM	PIC 9(2) .
10 BOND-ACTION-DD	PIC 9(2) .
05 BOND-FORFEIT-FLAG	
05 CASE-STATUS-CODE	PIC X(1) .
05 FINE-TOTAL-AMT	PIC 9(6)V99COMP-3.
05 FINE-CURRENT-BAL-AMT	PIC 9(6)V99COMP-3.
05 FINE-PAID-IN-FULL-DATE.	
15 FINE-PAID-IN-FULL-CC	PIC 9(2) .
15 FINE-PAID-IN-FULL-YY	PIC 9(2) .
15 FINE-PAID-IN-FULL-MM	PIC 9(2) .
15 FTNE-PAID-IN-FULL-DD	PIC 9(2) .
05 RESTITUTION-TOTAL-AMT	PIC 9(6)V99COMP-3.
05 RESTITUTION-CURR-BAL-AMT	PIC 9(6)V99COMP-3.
05 RESTITUTION-PD-FULL-DATE.	
15 REST-PAID-IN-FULL-CC	PIC 9(2) .
15 REST-PAID-IN-FULL-YY	PIC 9(2) .

## Data Contribution Documentation

15 REST-PAID-IN-FULL-MM	PIC 9(2) .
15 REST-PAID-IN-FULL-DD	PIC 9(2) .
05 ARREST-NO	PIC 9(9) .
03 DEFENDANT-INFO.	
05 DEF-PDID	
05 DEF-BIRTH-DATE.	
10 DEF-BIRTH-CC	PIC 9(2) .
10 DEF-BIRTH-YY	PIC 9(2) .
10 DEF-BIRTH-MM	PIC 9(2) .
10 DEF-BIRTH-DD	PIC 9(2) .
05 DEF-SEX	
05 DEF-RACE	
05 DEF-NAME.	
10 DEF-LAST-NAME	PIC X(22) .
10 DEF-FRST-NAME	PIC X(12) .
10 DEF-MIDL-INIT	PIC X.
10 DEF-SUFY-NAME	PIC X(3) .
05 DEF-ADDRESS.	
10 DEF-ADDR-STREET	PIC X.
10 DEF-ADDR-CITY	PIC X(18) .
10 DEF-ADDR-STATE	PIC X(02) .
10 DEF-ADDR-ZIP	PIC X(09) .
05 DEF-ALLAS1.	
10 ALLAS1-LAST-NAME	PIC X(22) .
10 ALIAS1-FRST-NAME	PIC X(12) .
10 ALIAS1-MIDL-INIT	PIC X.
10 ALLAS1-SUFY-NAME	PIC X(3) .
05 DEF-ALLAS2.	
10 ALLAS2-LAST-NAME	PIC X(22) .
10 ALIAS2-FRST-NAME	PIC X(12) .
10 ALLAS2-MIDL-INIT	PIC X.

# Data Contribution Documentation

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10 ALLAS2-SUFFIX-NAME          PIC X(3) .

03 ATTORNEY-INFO.

05 DEFENSE-LAWYER-INFO.

10 D-LAWYER-BAR-NO             PIC X(6) .

10 D-LAWYER-NAME.

15 D-LAWYER-LAST-NAME          PIC X(22) .

15 D-LAWYER-FIRST-NAME         PIC X(12) .

15 D-LAWYER-MIDDLE-INIT        PIC X.

15 D-LAWYER-SUFFIX-NAME        PIC X(3) .

03 BENCH-WARRANT-INFO.

05 BW-ISSUE-DATE.

10 BW-ISSUE-CC                 PIC 9(2) .

10 BW-ISSUE-YY                 PIC 9(2) .

10 BW-ISSUE-MM                 PIC 9(2) .

10 BW-ISSUE-DD                 PIC 9(2) .

05 BW-ISSUE-CODE               PIC X.

05 BW-DISPOSED-CODE            PIC X.

05 BW-DISPOSED-DATE.

10 BW-DISPOSED-CC              PIC 9(2) .

10 BW-DISPOSED-YY              PIC 9(2) .

10 BW-DISPOSED-MM              PIC 9(2) .

10 BW-DISPOSED-DD              PIC 9(2) .

03 JUDICIAL-SUMMONS-INFO.

05 JS-ISSUE-DATE.

10 JS-ISSUE-CC                 PIC 9(2) .

10 JS-ISSUE-YY                 PIC 9(2) .

10 JS-ISSUE-MM                 PIC 9(2) .

10 JS-ISSUE-DD                 PIC 9(2) .

05 JS-DISPOSED-CODE            PIC X.

05 JS-DISPOSED-DATE.

10 JS-DISPOSED-CC              PIC 9(2) .

```

## Data Contribution Documentation

10 JS-DISPOSED-YY	PIC 9(2) .
10 JS-DISPOSED-MM	PIC 9(2) .
10 JS-DISPOSED-DD	PIC 9(2) .
02 DETAIL-INFOREDEFINESHEADER-INFO.	
03 DETAIL-RECORD-TYPE	PIC X.
03 CASE-COUNT-INFO.	
05 CASE-COUNT-LETTER	PIC XX.
05 CCR-NO	PIC X(7) .
05 CHRG-CODE	PIC X(4) .
05 JUDGE-CODE	PIC X(3) .
05 JUDGE-NAME.	
10 JUDGE-LAST-NAME	PIC X(22) .
10 JUDGE-FRST-NAME	PIC X(12) .
10 JUDGE-MIDL-INIT	PIC X.
10 JUDGE-SUFEX-NAME	PIC X(3) .
05 OFFENSE-DATE.	
10 OFFENSE-CC	PIC 9(2) .
10 OFFENSE-YY	PIC 9(2) .
10 OFFENSE-MM	PIC 9(2) .
10 OFFENSE-DO	PIC 9(2) .
05 ARREST-DATE.	
10 ARREST-CC	PIC 9(2) .
10 ARREST-YY	PIC 9(2) .
10 ARREST-MM	PIC 9(2) .
10 ARREST-DO	PIC 9(2) .
05 OTHER-JURIS-ARREST-DATE.	
10 OTHER-JURIS-ARREST-CC	PIC 9(2) .
10 OTHER-JURIS-ARREST-YY	PIC 9(2) .
10 OTHER-JURIS-ARREST-MM	PIC 9(2) .
10 OTHER-JURIS-ARREST-DD	PIC 9(2) .
05 COURT-FILED-DATE.	

## Data Contribution Documentation

10 COURT-FILED-CC	PIC X(2).
10 COURT-FILED-YY	PIC 9(2).
10 COURT-FILED-MM	PIC 9(2).
10 COURT-FILED-DD	PIC 9(2).
05 POLICE-BADGE-PREFIX	PIC X(1).
05 POLICE-BADGE-NO	PIC X(4).
05 CASE-CONTINUED-TYPE	PIC X(2).
05 CASE-CONTINUED-DATE.	
10 CASE-CONTINUED-CC	PIC 9(2).
10 CASE-CONTINUED-YY	PIC 9(2).
10 CASE-CONTINUED-MM	PIC 9(2).
10 CASE-CONTINUED-DD	PIC 9(2).
05 CASE-CONTINUED-TIME	PIC 9(4).
05 CASE-CONTIN-REASON-CODE	PIC X(2).
05 CASE-CONTIN-REQ-BY-CODE	PIC X(1).
05 PRESENTMENT-DATE.	
10 PRESENTMENT-CC	PIC 9(2).
10 PRESENTMENT-YY	PIC 9(2).
10 PRESENTMENT-MM	PIC 9(2).
10 PRESENTMENT-DD	PIC 9(2).
05 PRELIM-HEARING-DATE.	
10 PRELLM-HEARING-CC	PIC 9(2).
10 PRELLM-HEARING-YY	PIC 9(2).
10 PRELLM-HEARING-MM	PIC 9(2).
10 PRELLM-HEARING-DD	PIC 9(2).
05 GJ-ACTION-CODE	PIC X.
05 GJ-ACTION-DATE.	
10 GJ-ACTION-CC	PIC 9(2).
10 GJ-ACTION-YY	PIC 9(2).
10 GJ-ACTION-MM	PIC 9(2).
10 GJ-ACTION-DD	PIC 9(2).

## Data Contribution Documentation

```

05 INDICTMENT-FILED-DATE.
    10 INDICTMENT-FILED-CC          PIC 9(2).
    10 INDICTMENT-FILED-YY          PIC 9(2).
    10 INDICTMENT-FILED-MM          PIC 9(2).
    10 INDICTMENT-FILED-DO          PIC 9(2).
05 ALT-STATUS-HEARING-DATE.
    10 ALT-STATUS-HEARING-CC        PIC 9(2).
    10 ALT-STATUS-HEARING-YY        PIC 9(2).
    10 ALT-STATUS-HEARING-MM        PIC 9(2).
    10 ALT-STATUS-HEARING-DD        PIC 9(2).
05 PLEA-CODE                        PIC X.
05 PLEA-DATE.
    10 PLEA-CC                      PIC 9(2).
    10 PLEA-YY                      PIC 9(2).
    10 PLEA-MM                      PIC 9(2).
    10 PLEA-DD                      PIC 9(2).
05 PLEA-WITHDRAWN-DATE.
    10 PLEA-WITHDRAWN-CC            PIC 9(2).
    10 PLEA-WITHDRAWN-YY            PIC 9(2).
    10 PLEA-WITHDRAWN-MM            PIC 9(2).
    10 PLEA-WITHDRAWN-DD            PIC 9(2).
05 TRIAL-COMMENCE-DATE.
    10 TRIAL-COMMENCE-CC            PIC 9(2).
    10 TRIAL-COMMENCE-YY            PIC 9(2).
    10 TRIAL-COMMENCE-MM            PIC 9(2).
    10 TRIAL-COMMENCE-DD            PIC 9(2).
05 TRIAL-TYPE-CODE                  PIC X.
05 RETRIAL-COMMENCE-DATE.
    10 RETRIAL-COMMENCE-CC          PIC 9(2).
    10 RETRIAL-COMMENCE-YY          PIC 9(2).
    10 RETRIAL-COMMENCE-MM          PIC 9(2).

```

## Data Contribution Documentation

10 RETRIAL-COMMENCE-DD	PIC 9(2).
10 INDICTMENT-FILED-CC	PIC 9(2).
10 INDICTMENT-FILED-YY	PIC 9(2).
10 INDICTMENT-FILED-MM	PIC 9(2).
10 INDICTMENT-FILED-DD	PIC 9(2).
05 ALT-STATUS-HEARING-DATE.	
10 ALT-STATUS-HEARING-CC	PIC 9(2).
10 ALT-STATUS-HEARING-YY	PIC 9(2).
10 ALT-STATUS-HEARING-MM	PIC 9(2).
10 ALT-STATUS-HEARING-DD	PIC 9(2).
05 PLEA-CODE	PIC X.
05 PLEA-DATE.	
10 PLEA-CC	PIC 9(2).
10 PLEA-YY	PIC 9(2).
10 PLEA-MM	PIC 9(2).
10 PLEA-DD	PIC 9(2).
05 PLEA-WITHDRAWN-DATE.	
10 PLEA-WITHDRAWN-CC	PIC 9(2).
10 PLEA-WITHDRAWN-YY	PIC 9(2).
10 PLEA-WITHDRAWN-MM	PIC 9(2).
10 PLEA-WITHDRAWN-DD	PIC 9(2).
05 TRIAL-COMMENCE-DATE.	
10 TRIAL-COMMENCE-CC	PIC 9(2).
10 TRIAL-COMMENCE-YY	PIC 9(2).
10 TRIAL-COMMENCE-MM	PIC 9(2).
10 TRIAL-COMMENCE-DD	PIC 9(2).
05 TRIAL-TYPE-CODE	PIC X.
05 RETRIAL-COMMENCE-DATE.	
10 RETRIAL-COMMENCE-CC	PIC 9(2).
10 RETRIAL-COMMENCE-YY	PIC 9(2).
10 RETRIAL-COMMENCE-MM	PIC 9(2).



## Data Contribution Documentation

10 RETRIAL-COMMENCE-DD	PIC 9(2) .
05 JUDGMENT-CODE	PIC X.
05 JUDGMENT -DATE-OUT.	
10 JUDGMENT-CC	PIC 9(2) .
10 JUDGMENT-YY	PIC 9(2) .
10 JUDGMENT-MM	PIC 9(2) .
10 JUDGMENT-DO	PIC 9(2) .
05 SENTENCE-CODE	PIC X(2) .
05 SENTENCE-CONCUR-CODE	PIC X.
05 SENTENCE-COMMENT-CODE	PIC X(2) .
05 CONFINE-PER-FROM	PIC X(3) .
05 CONFINE-PER-TYPE-1	PIC X.
05 CONFINE-PER-TO	PIC X(3) .
05 CONFINE-PER-TYPE-2	PIC X(1) .
05 COMPOUND-PER-FROM	PIC X(3) .
05 COMPOUND-PER-TYPE-1	PIC X.
05 COMPOUND-PER-TO	PIC X(3) .
05 COMPOUND-PER-TYPE-2	PIC X.
05 PROBATION-TYPE-CODE	PIC X.
05 PROBATION-PER-LENGTH	PIC X(3) .
05 PROBATION-PER-TYPE	PIC X.
05 SUSPEND-PER-FROM	PIC X(3) .
05 SUSPEND-PER-TYPE-1	PIC X.
05 SUSPEND-PER-TO	PIC X(3) .
05 SUSPEND-PER-TYPE-2	PIC X.
05 ALTER-SUSPEND-PER-FROM	PIC X(3) .
05 ALTER-SUSPEND-PER-TYPE-1	PIC X(1) .
05 FINE-AMT	PIC 9(6)V99COMP-3.
05 FINE-SUSPEND-AMT	PIC 9(5)V99COMP-3.
05 RESTITUTION-AMT	PIC 9(6)V99COMP-3
05 CASE-DISP-CODE	PIC XX.

## Data Contribution Documentation

```

05 CASE-DISP-DATE.
    10 CASE-DISP-CC                PIC 9(2) .
    10 CASE-DISP-YY                PIC 9(2) .
    10 CASE-DISP-MM                PIC 9(2) .
    10 CASE-DISP-DD                PIC 9(2) .
05 UNDER-ADVISEMENT-DATE.
    10 UNDER-ADVISEMENT-CC        PIC 9(2) .
    10 UNDER-ADVISEMENT-YY        PIC 9(2) .
    10 UNDER-ADVISEMENT-MM        PIC 9(2) .
    10 UNDER-ADVISEMENT-DD        PIC 9(2) .
05 BOND-AMT                        PIC 9(8) COMP-3 .
05 BOND-APPLIES-IN                PIC X(10) .
05 JURY-TRIAL-WTHDRWN-FLAG        PIC X .
05 CASE-COUNT-AGE                 PIC 9(4) .
05 CASE-COUNT-SUSP-AGE            PIC 9(3) .
05 CASE-COUNT-EXCL-LIMIT          PIC 9(2) .
05 CALENDAR-NO                    PIC X(06) .
05 DETAIL-FILLER                  PIC X(77) .

```

The above FD is redefined for distribution in a format more friendly to the Oracle database employed at USAO. This redefinition is as follows:

```

02 DETAIL 1-INFO REDEFINES FIRST -REC.
    03 DETAIL 1-RECORD-TYPE PIC X .
    03 CASE-INFO.
        05 CASE-NO.
            10 CASE-NO-PREFIX        PIC X(01) .
            10 CASE-NO-SEQ           PIC X(05) .
            10 CASE-NO-YEAR          PIC X(02) .
        05 BOND-STATUS-CODE          PIC X(02) .
        05 BOND-paSTED-DATE.

```

## Data Contribution Documentation

10 BOND-POSTED-CC	PIC 9(02).
10 BOND-POSTED-YY	PIC 9(02).
10 BOND-POSTED-MM	PIC 9(02).
10 BOND-POSTED-DD	PIC 9(02).
05 BOND-ACTION-CODE	PIC X(01).
05 BOND-ACTION-DATE.	
10 BOND-ACTION-CC	PIC 9(02).
10 BOND-ACTION-YY	PIC 9(02).
10 BOND-ACTION-MM	PIC 9(02).
10 BOND-ACTION-DD	PIC 9(02).
05 APPEAL-FILED-DATE.	
10 APPEAL-FILED-CC	PIC 9(02).
10 APPEAL-FILED-YY	PIC 9(02).
10 APPEAL-FILED-MM	PIC 9(02).
10 APPEAL-FILED-DD	PIC 9(02).
05 APPEAL-FILED-BY-CODE	PIC X(01).
05 ARREST-NO	PIC 9(9).
03 DEFENDANT-INFO.	
05 DEF-PDID	PIC X(07).
05 DEF-BIRTH-DATE.	
10 DEF-BIRTH-CC	PIC 9(02).
10 DEF-BIRTH-YY	PIC 9(02).
10 DEF-BIRTH-MM	PIC 9(02).
10 DEF-BIRTH-DD	PIC 9(02).
05 DEF-SEX	PIC X(01).
05 DEF-RACE	PIC X(01).
05 DEF-NAME.	
10 DEF-LAST-NAME	PIC X(22).
10 DEF-FRST -NAME	PIC X(12).
10 DEF-MIDL-INIT	PIC X.
10 DEF-SUFFIX-NAME	PIC X(3).

## Data Contribution Documentation

```

03 ATTORNEY-INFO.
    05 DEFENSE-LAWYER-INFO.
        10 D-LAWYER-BAR-NO                PIC X(06) .
        10 D-LAWYER-NAME.
            15 D-LAWYER-LAST-NAME          PIC X(22) .
            15 D-LAWYER-FRST-NAME          PIC X(12) .
            15 D-LAWYER-MIDL-INIT          PIC X(01) .
            15 D-LAWYER-SUFFIX-NAME        PIC X(03) .
    05 PROS-LAWYER-INFO.
        10 P-LAWYER-BAR-NO                PIC X(06) .
        10 P-LAWYER-NAME.
            15 P-LAWYER-LAST-NAME          PIC X(22) .
            15 P-LAWYER-FRST-NAME          PIC X(12) .
            15 P-LAWYER-MIDL-INIT          PIC X(01) .
            15 P-LAWYER-SUFFIX-NAME        PIC X(03) .

03 BENCH-WARRANT -INFO.
    05 BW-ISSUE-DATE.
        10 BW-ISSUE-CC                    PIC 9(02) .
        10 BW-ISSUE-YY                    PIC 9(02) .
        10 BW-ISSUE-MM                    PIC 9(02) .
        10 BW-ISSUE-DD                    PIC 9(02) .
    05 BW-ISSUE-CODE                      PIC X(01) .
    05 BW-DISPOSED-CODE                   PIC X(01) .
    05 BW-DISPOSED-DATE.
        10 BW-DISPOSED-CC                 PIC 9(02) .
        10 BW-DISPOSED-YY                 PIC 9(02) .
        10 BW-DISPOSED-MM                 PIC 9(02) .
        10 BW-DISPOSED-DD                 PIC 9(02) .
    03 HEADER-FILLER                      PIC X(19) .

02 DETAIL12-INFO REDEFINES DETAIL1-INFO.
    03 DETAIL12-RECORD-TYPE              PIC X.

```

## Data Contribution Documentation

03 CASE-NO-REPEAT	PIC X(08) .
03 OAT A-BLOCK-A.	
05 COUNT-PRIORITY	PIC 9(02) .
05 CASE-COUNT-LETTER	PIC X(02) .
05 CCR-NO	PIC X(07) .
05 CHRG-CODE	PIC X(04) .
05 JUDGE-CODE	PIC X(3) .
05 JUDGE-NAME.	
10 JUDGE-LAST-NAME	PIC X(22) .
10 JUDGE-FRST-NAME	PIC X(12) .
10 JUDGE-MID1-INIT	PIC X.
10 JUDGE-SUFFIX-NAME	PIC X(03) .
05 COURTROOM-NO	PIC X(04) .
05 COURT-FILED-DATE.	
10 COURT-FILED-CC	PIC 9(02) .
10 COURT-FILED-YY	PIC 9(02) .
10 COURT-FILED-MM	PIC 9(02) .
10 COURT-FILED-DD	PIC 9(02) .
05 CASE-CONTINUED-TYPE	PIC X(02) .
05 CASE-CONTINUED-DATE.	
10 CASE-CONTINUED-CC	PIC 9(02) .
10 CASE-CONTINUED-YY	PIC 9(02) .
10 CASE-CONTINUED-MM	PIC 9(02) .
10 CASE-CONTINUED-DD	PIC 9(02) .
05 CASE-CONTIN-REASON-CODE	PIC X(02) .
05 CASE-OLD-CONT -DATE.	
10 CASE-OLD-CONT-CC	PIC 9(02) .
10 CASE-OLD-CONT-YY	PIC 9(02) .
10 CASE-OLD-CONT-MM	PIC 9(02) .
10 CASE-OLD-CONT-DD	PIC 9(02) .
05 PRELIM-HEARING-DATE.	

## Data Contribution Documentation

10 PREL1M-HEARING-CC	PIC 9(02).
10 PREL1M-HEARING-YY	PIC 9(02).
10 PREL1M-HEARING-MM	PIC 9(02).
10 PREL1M-HEARING-DD	PIC 9(02).
05 GJ-ACTION-CODE	PIC X(01).
05 GJ-ACTION-DATE.	
10 GJ-ACTION-CC	PIC 9(02).
10 GJ-ACTION-YY	PIC 9(02).
10 GJ-ACTION-MM	PIC 9(02).
10 GJ-ACTION-DD	PIC 9(02).
05 INDICTMENT -FILED-DATE.	
10 INDICTMENT-FILED-CC	PIC 9(02).
10 INDICTMENT-FILED-YY	PIC 9(02).
10 INDICTMENT-FILED-MM	PIC 9(02).
10 INDICTMENT-FILED-DD	PIC 9(02).
05 ALT-STATUS-HEARING-DATE.	
10 ALT-STATUS-HEARING-CC	PIC 9(02).
10 ALT-STATUS-HEARING-YY	PIC 9(02).
10 ALT -STATUS-HEARING-MM	PIC 9(02).
10 ALT -STATUS-HEARING-DD	PIC 9(02).
05 PLEA-CODE	PIC X(01).
05 PLEA-DATE.	
10 PLEA-CC	PIC 9(02).
10 PLEA-YY	PIC 9(02).
10 PLEA-MM	PIC 9(02).
10 PLEA-DO	PIC 9(02).
05 TRIAL-TYPE-CODE	PIC X(01).
05 JUDGMENT-CODE	PIC X(01).
05 JUDGMENT -DATE-OUT.	
10 JUDGMENT-CC	PIC 9(02).
10 JUDGMENT-YY	PIC 9(02).

## Data Contribution Documentation

10 JUDGMENT -MM	PIC 9(02) .
10 JUDGMENT-DD	PIC 9(02) .
05 SENTENCE-CODE	PIC X(02) .
05 SENTENCE-CONCUR-CODE	PIC X.
05 SENTENCE-COMMENT-CODE	PIC X(2) .
05 CONFINE-PER-FROM	PIC X(3) .
05 CONFINE-PER-TYPE-1	PIC X.
05 CONFINE-PER-TO	PIC X(3) .
05 CONFINE-PER-TYPE-2	PIC X(1) .
05 COMPOUND-PER-FROM	PIC X(3) .
05 COMPOUND-PER-TYPE-1	PIC X.
05 COMPOUND-PER-TO	PIC X(3) .
05 COMPOUND-PER-TYPE-2	PIC X.
05 PROBATION-TYPE-CODE	PIC X.
05 PROBATION-PER-LENGTH	PIC X(3) .
05 PROBATION-PER-TYPE	PIC X.
05 SUSPEND-PER-FROM	PIC X(3) .
05 SUSPEND-PER-TYPE-1	PIC X.
05 SUSPEND-PER-TO	PIC X(3) .
05 SUSPEND-PER-TYPE-2	PIC X.
05 ALTER-SUSPEND-PER-FROM	PIC X(3) .
05 ALTER-SUSPEND-PER- TYPE-1	PIC X(1) .
03 DOLLAR-AMT -A.	
05 FINE-AMT	PIC 9(8) COMP-3.
05 FINE-SUSPEND-AMT	PIC 9(7) COMP-3.
05 RESTITUTION-AMT	PIC 9(8) COMP-3.
03 DATA-BLOCK-B.	
05 CASE-DISP-CODE	PIC XX.
10 CASE-DISP-DATE	PIC 9(2) .
10 CASE-DISP-CC	PIC 9(2) .
10 CASE-DISP-YY	PIC 9(2) .

## Data Contribution Documentation

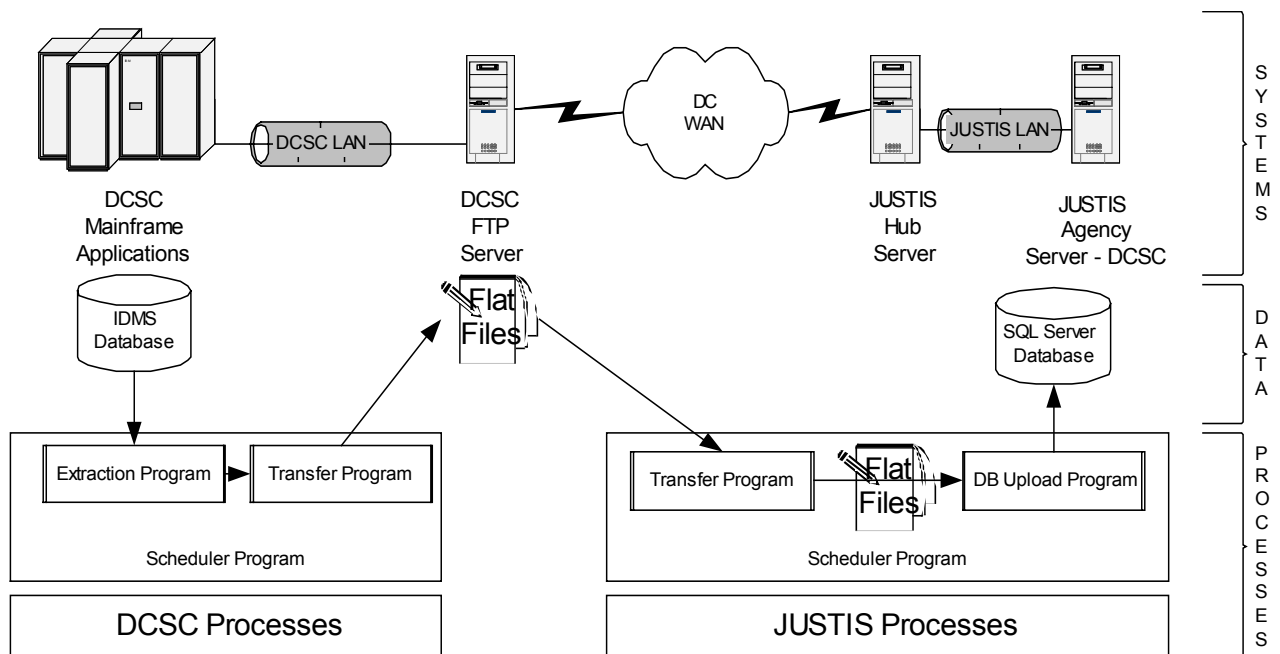
10 CASE-DISP-MM	PIC 9(2).
10 CASE-DISP-DD	PIC 9(2).
03 DOLLAR-AMT -B.	
05 BOND-AMT	PIC 9(8) COMP-3.
03 OAT A-BLOCK-C.	
05 BOND-APPLIES-IN	PIC X(10).

## 4.3 Data Transfer Design

### 4.3.1 Description

DCSC has already completed the programming and operational procedures to prepare a nightly extraction of the data to be shared. This flat file is placed on a DCSC FTP server from which it is retrieved by JUSTIS programs and processed into a DCSC staging database. The JUSTIS inquiry application serves the database to the JUSTIS user community.

### 4.3.2 Diagram





### 4.3.3 *Process Flow*

1. At DCSC – nightly, the extraction program is run. This program extracts any changed records from the Court Information System into a flat file (see COBOL FD descriptions earlier in this document).
2. At DCSC – once the flat file is extracted, it is loaded to an FTP Server
3. At JUSTIS – a scheduler program polls the DCSC FTP server for the presence of new flat files. Polling starts at 6 a.m. and runs every 15 minutes until either a file is found or 3 p.m. is reached. If 3 p.m. is reached and no file has been found, an error message is written to the JUSTIS log files and the JUSTIS operations staff is instructed to investigate and resolve the issue.
4. At JUSTIS – after a new file is received, the DB Upload Program processes the records into the JUSTIS staging database for DCSC. A “date of last update” (DLU) flag is updated to reflect the date and time that the DCSC data was refreshed.
5. JUSTIS users use the inquiry application and read data from the JUSTIS staging database for DCSC. The inquiry screens inform the user of the DLU for this data.

## 5. Metropolitan Police Department

### 5.1 Agency Details

#### 5.1.1 Address

Metropolitan Police Department  
300, Indiana Avenue  
Washington D.C 20001

#### 5.1.2 Contacts

Role	Name	Telephone	Email
Information Technology	Insp. Ira Grossman	(202) 727-4301	
Management and Policy	Walter Collier III	(202) 727-8667	wcollier.mpd-cop@mpdc.org
Data and Systems	Amadi Boone	(202) 727-9420	
Data and Systems	Al Posey		
Network Connectivity	Jessepie	(202) 438-5080	
Data Quality Assurance	Vihky Smith	(202) 727-8663	
Help Desk	Vihky Smith	(202) 727-8663	
Data Security	Vihky Smith	(202)-727-8663	
System Training	Lt. Rodney Parks	(202)-645-0081	
Web Master	Kaylin Junge	(202)-727-4663	

### 5.2 Data to be Contributed

During development of the JUSTIS proof-of-concept, MPD indicated that they would be able to share the following types of data:

Metropolitan Police Department Contributed Data	
Identification data	Up to-date
Arrest Data	Data from 1999 to 2000
PD163 Data	
Mug shot data	

This data is indexed by the following data elements:

Metropolitan Police Department Data Indices	
PDID	Fingerprint Supported Unique Identification Number
Name	Last Name of the Arrestee
SSN	Social Security Number of the of the Arrestee
Arrest Number	An Identifier Number that Uniquely Identifies an Arrest
CCN	Central Case Number for the Person Arrested

During the implementation of JUSTIS POC data contribution, a more detailed view of this data emerged. It was also determined that PD163s and mug shots would not be available in time for the POC. Therefore, the POC deployed Identification and Arrest records only.

The data from MPD is shared through a database extract to flat files, one each for Identification and Arrest records. The format of these flat files currently shared by MPD is a comma separated text file described in the following tables:

### 5.2.1 Identification Data

Metropolitan Police Department Identification Data	
Field Name	Type
PKEY	Number
PDID	Text

Metropolitan Police Department Identification Data	
Field Name	Type
LN	Text
FN	Text
ALIAS	Text
SSN	Text
CCN	Text
FBI	Text
ADDRESS	Text
DOB	Date
SEX	Text
RACE	Text
ETHNICITY	Text
HT	Text
WT	Text
EYES	Text
HAIR	Text
STATE	Text
APARTMENT_NO	Text
POB	Text
CITIZENSHIP	Text
SCARS	Text
MARITAL_STATUS	Text
CITY	Text
ZIP	Text
EXT_ZIP	Text
LAST_UPDATE	Date

### 5.2.2 Arrest Data

Metropolitan Police Department Arrest Data	
Field Name	Type
PKEY	Number
ARN	Text
PDID	Text
ARREST_DATE	Text
ARREST_TIME	Text
PSA	Text
DOB	Date
RACE	Text
SEX	Text
ETHNICITY	Text
RELEASE_TYPE	Text
CCN	Text
CHARGE_CODE	Text
CHARGE_TEXT	Text
VICTIM_AGE	Text
VICTIM_SEX	Text
VICTIM_RACE	Text
BOOKING_DATE	Text
BOOKING_TIME	Text
BOOKING_LOC	Text
LAST_UPDATE	Date

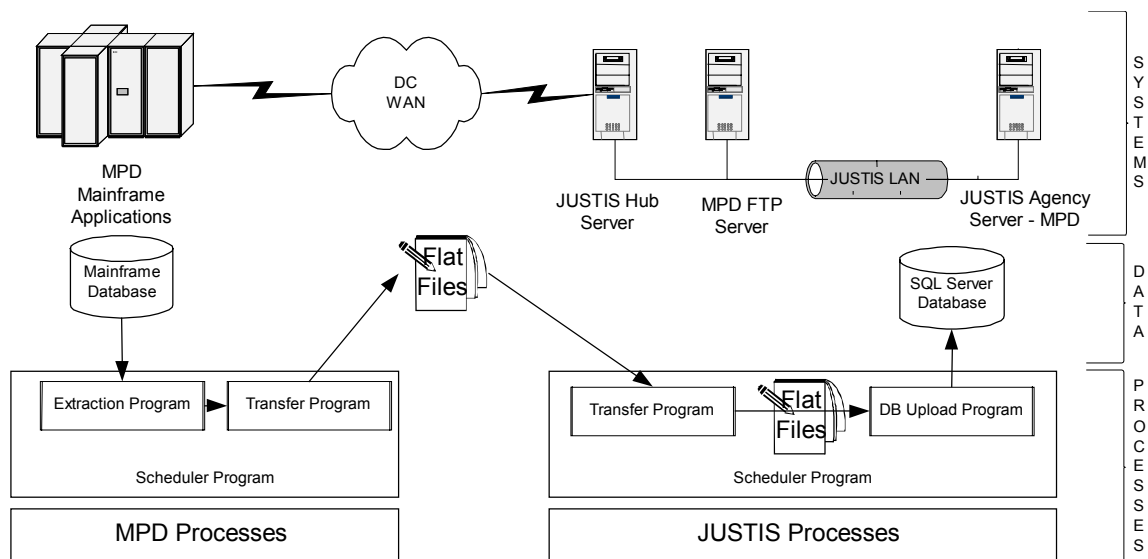
## 5.3 Data Transfer Design

### 5.3.1 Description

MPD has written the programs used to extract Identification and Arrest records to flat files. During the POC, these programs were run manually. Currently this methodology needs to be automated. Automation would reduce manual intervention and provide a more reliable update of the data.

For this phase of implementation, MPD should complete the programming and operational procedures necessary to automate the creation of a nightly extraction of the data to be shared. This flat file is placed on a MPD FTP server from which it is retrieved by JUSTIS programs and processed into a MPD staging database. The JUSTIS inquiry application serves the database to the JUSTIS user community.

### 5.3.2 Diagram



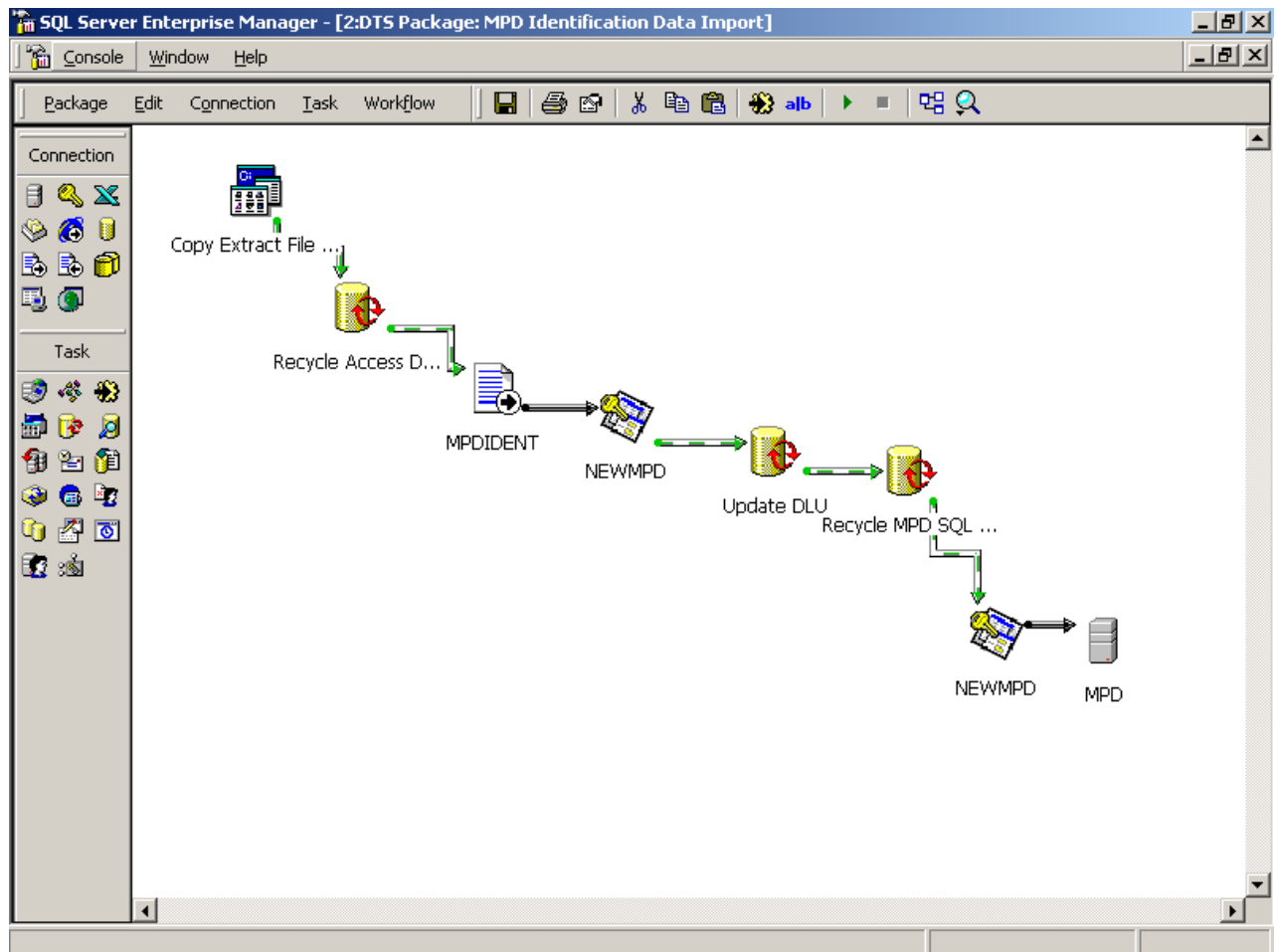
### 5.3.3 Process Flow

1. At MPD – nightly, the extraction program is run. This program extracts all the records from the Identification table and Arrest table into flat files (see Identification and Arrest data elements table earlier in this document).
2. At MPD – once the flat file is extracted, it is transmitted to the MPD FTP server.

3. At JUSTIS – a scheduler program polls the MPD FTP server for the presence of new flat files. Polling starts at 6 a.m. and runs every 15 minutes until either a file is found or 3 p.m. is reached. If 3 p.m. is reached and no file has been found, an error message is written to the JUSTIS log files and the JUSTIS operations staff is instructed to investigate and resolve the issue.
4. At JUSTIS – after a new file is received, the DB Upload Program processes the records into the JUSTIS staging database for MPD. A “date of last update” (DLU) flag is updated to reflect the date and time that the MPD data was refreshed.
5. In the case of Identification records, each transmission is a complete set and the resulting file is used to replace the staging database table.
6. In the case of Arrest records, each transmission is a set of records for an agreed upon period (e.g. weekly), and the resulting file is used to update the staging database table.
7. JUSTIS users use the inquiry application and read data from the JUSTIS staging database for MPD. The inquiry screens inform the user of the DLU for this data.

## 5.4 Identification Data Refresh

MPD extracts the Identification data from their mainframe system and transmits via File Transfer Protocol (FTP) the flat file to the JUSTIS MPD server located at the share data center. A job is created on the JUSTIS MPD server, which will automatically imports the data into the SQL Server Database.

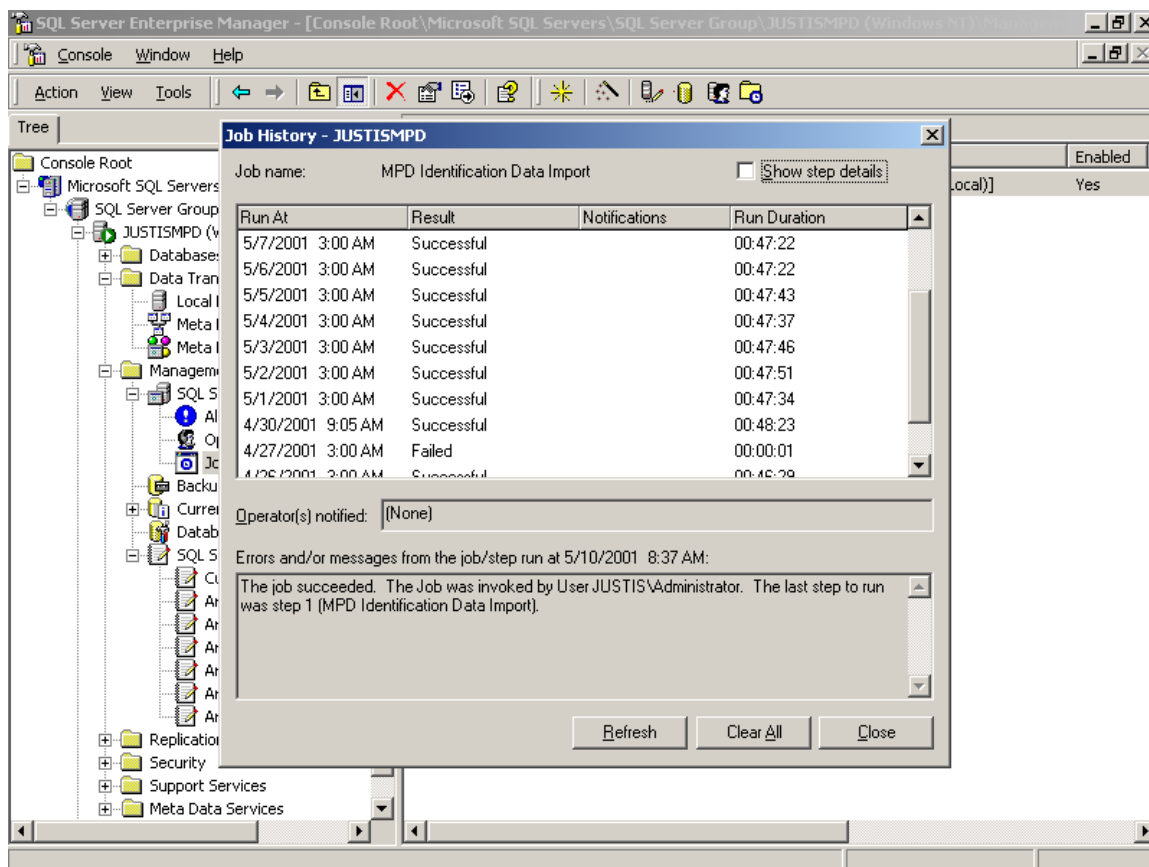


The various steps involved in the automatic refresh are as follows.

1. The extract file is moved to the staging area
2. The staging area database (MS Access) is first recycled
3. The extract file is loaded into the Staging area database
4. If successful the Date of Last update (DLU) field is updated with the current system date
5. Once the import is successful in the staging area, the data is later moved to production database (SQL Server)

This job is scheduled to run every morning. The job history is logged into log file. The screen shot below shows the job history





## 5.5 Issues Requiring Resolution

In order to accomplish the goals for MPD data contribution and production refresh in the JUSTIS system, a number of issues require discussion and resolution. These are:

- **Arrest record “transactions”** – the JUSTIS and MPD teams need to design a proper mechanism for processing Arrest records. This is not an issue for Identification records, since each transmission is a complete replacement. If the Arrest records are not a complete replacement, then some mechanism needs to be established for identifying the type of transaction (add, change or delete) for each record transmitted.
- **Arrest record frequency** – a decision needs to be made regarding the frequency of arrest record transmissions. Greater currency increases the value of the data contribution to the JUSTIS community, so the JUSTIS team is requesting a transmission frequency of no greater than every 24 hours.
- **PD163** – the transmission of this form (and not simply data from the form) has been requested by virtually all JUSTIS participants (see section 3.2.15 of the JUSTIS Blueprint). The JUSTIS and MPD teams need to discuss appropriate timeframes and techniques to make this contribution a reality as soon as possible.

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- **Mug shots** – have similarly been requested by the majority of the JUSTIS community. The teams need to discuss if and how this can be accomplished. A proprietary system format may make this contribution difficult. The teams should discuss all possibilities and set a reasonable date for a go/no-go decision.

## 6. Office of Corporation Council

### 6.1 Agency Details

#### 6.1.1 Address

Office of Corporation Counsel  
441 4<sup>th</sup> Street, NW  
Suite 1060N  
Washington, D.C., 20001

#### 6.1.2 Contacts

The individuals listed in the following table are considered Office of Corporation Counsel Agency JUSTIS Contacts. These contacts have supported the JUSTIS Proof of Concept and will continue to assist the implementation team throughout JUSTIS phase 2.

Role	Name	Contact Info.	E-mail
Management and Policy	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
Data and Systems	Brian Cornelison	(202) 724-6526	brian.cornelison@dc.gov
Network Connectivity	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
Data Quality Assurance	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
Help Desk	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
Data Security	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
System Training	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov
Webmaster	Ronnie Levine	(202) 727-3400	ronnie.levine@dc.gov

### 6.2 Data to be Contributed

OCC has agreed to contribute the following data to the JUSTIS System:

### Office of Corporation Counsel Shared Data

Attorney Contact Information	OCC Prosecuting Attorney Contact Information
------------------------------	--

The OCC attorney contact information data is indexed by the following fields:

### Office of Corporation Counsel Data Indices

Case/Docket Number	Superior Court assigned number
--------------------	--------------------------------

Given that OCC is currently maintaining the attorney contact information in an Access database. OCC will extract a query from this database, load it into a SQL Server Database and transmit the SQL Server Database via File Transfer Protocol (FTP) to the JUSTISHUB Server. The JUSTISHUB Server will load the transmitted database into a separate SQL database. The following table presents the data that will be included in the transmitted SQL Database of attorney contact information. It also lists the data type the data will be converted into if necessary:

Layout for OCC: Table Name: OCC Attorney Contact Info

### Office of Corporation Counsel Attorney Contact Information

Field Name	Type
Case/Docket Number	Text
Attorney FN	Text
Attorney MI	Text
Attorney LN	Text
Attorney BPhone	Text
Attorney BFax	Text

## 6.3 Data Transfer Design

As indicated in the Meeting History, the OCC data transfer will be an interim solution. Therefore the data transfer methodology to be implemented for OCC is designed for ease of implementation and minimum system maintenance.

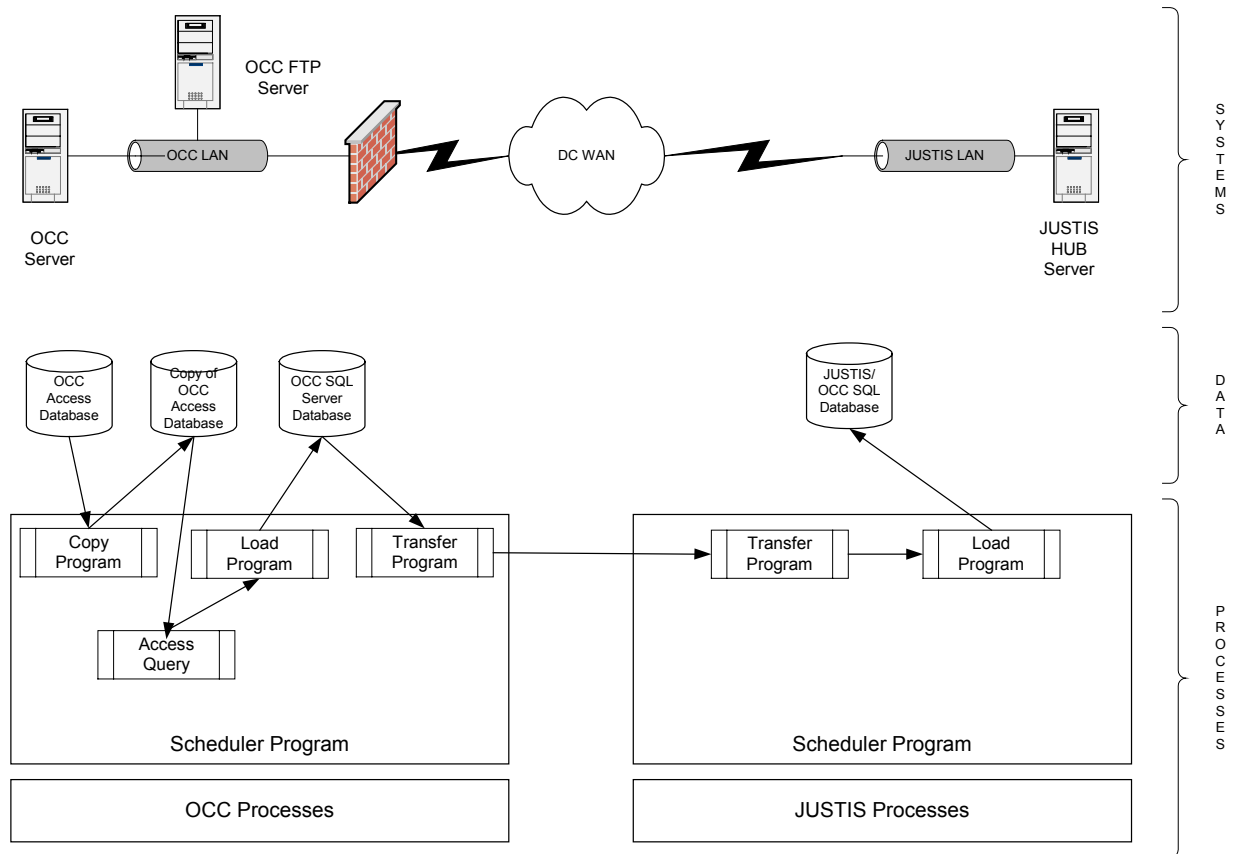
Once OCC has implemented the CMS, the data transfer methodology will be redesigned and subsequently implemented. The policies and procedures resulting from the redesign will be integrated into the JUSTIS Blueprint.

### 6.3.1 *Description*

OCC currently maintains the requested data in an Access database. Since OCC and JUSTIS are both connected to the District of Columbia Wide Area Network (DC WAN) the data extraction will be secure.

The data extraction process will begin with the initiation of a copy program that will produce a backup copy of the OCC Access database. A pre-programmed query will be extracted from the copy of the database and then loaded into an OCC SQL Server Database. A scheduler program will then transmit the OCC SQL Server Database to the JUSTISHUB Server. The transmitted database will then be loaded into a SQL Server database that resides on the JUSTISHUB Server. The JUSTIS inquiry application will access the SQL Database.

### 6.3.2 Diagram



### 6.3.3 Process Flow

1. At OCC – Weekly, each Wednesday at 11:00 am, a copy of the OCC Access database on an OCC server will be extracted that contains attorney contact information.
2. At OCC – Once the file is copied a pre-programmed Access query is run to separate the data selected for use by JUSTIS. A “date of last update” (DLU) flag is taken from the date of creation and inserted in a DLU field in the query.
3. At OCC – A SQL Server scheduled program then loads the Access query into an SQL Database and then transmits the query to the JUSTISHUB Server via WS FTP.
4. At JUSTIS – A SQL Server located on the JUSTISHUB Server transfers and loads the transmitted query into an OCC database on the JUSTISHUB Server. JUSTIS

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users use the inquiry application and read data from the SQL Server database for OCC. The inquiry screen informs the user of the DLU for this data.

## 7. Public Defender Service

### 7.1 Agency Details

#### 7.1.1 Address

Public Defender Service  
633 Indiana Avenue, NW  
Washington, D.C., 20004-2902

#### 7.1.2 Contacts

The individuals listed in the following table are considered Public Defender Service JUSTIS Contacts. These contacts have agreed to support the implementation team throughout implementation of JUSTIS phase 2.

Role	Name	Contact Info.	E-mail
Management and Policy	Gabe Chikes	(202)626-8400	gchikes@pdsdc.org
Management and Policy and Data and Systems	Lorenzo Vallone	(202) 626-8407	lvallone@pdsdc.org
Network Connectivity	Edwin Khuu	(202) 626-8367	ekhuu@pdsdc.org
Data Quality Assurance	Lorenzo Vallone	(202) 626-8407	lvallone@pdsdc.org
Help Desk	Edwin Khuu	(202) 626-8367	ekhuu@pdsdc.org
Data Security	Edwin Khuu	(202) 626-8367	ekhuu@pdsdc.org
System Training	Imetrea Vennie	TBD	ivennie@pdsdc.org
Web Master	Lorenzo Vallone	(202) 626-8407	lvallone@pdsdc.org

### 7.2 Data to be Contributed

It was agreed that PDS would contribute the following data to the JUSTIS user community:



Public Defender Service Contributed Data	
Attorney Contact Data	All current cases <sup>2</sup>

The above data is indexed by the following data element:

Public Defender Service Shared Index	
Attorney BAR Number	Attorney license number, issued by the District of Columbia BAR Association

The following table presents the Attorney contact information that will be contributed to JUSTIS.

Public Defender Service Attorney Contact Information	
Column Name	Type
FirstName	Text
LastName	Text
Title	Text
Agency	Text
Address	Text
RoomNumber	Text
City	Text
State	Text
Zip	Text
Phone	Text
BarNumber	Attorney license number, issued by the District of Columbia Bar Association.

<sup>2</sup> PDS will provide data only on those cases that are currently "open" with D.C. Superior Court.

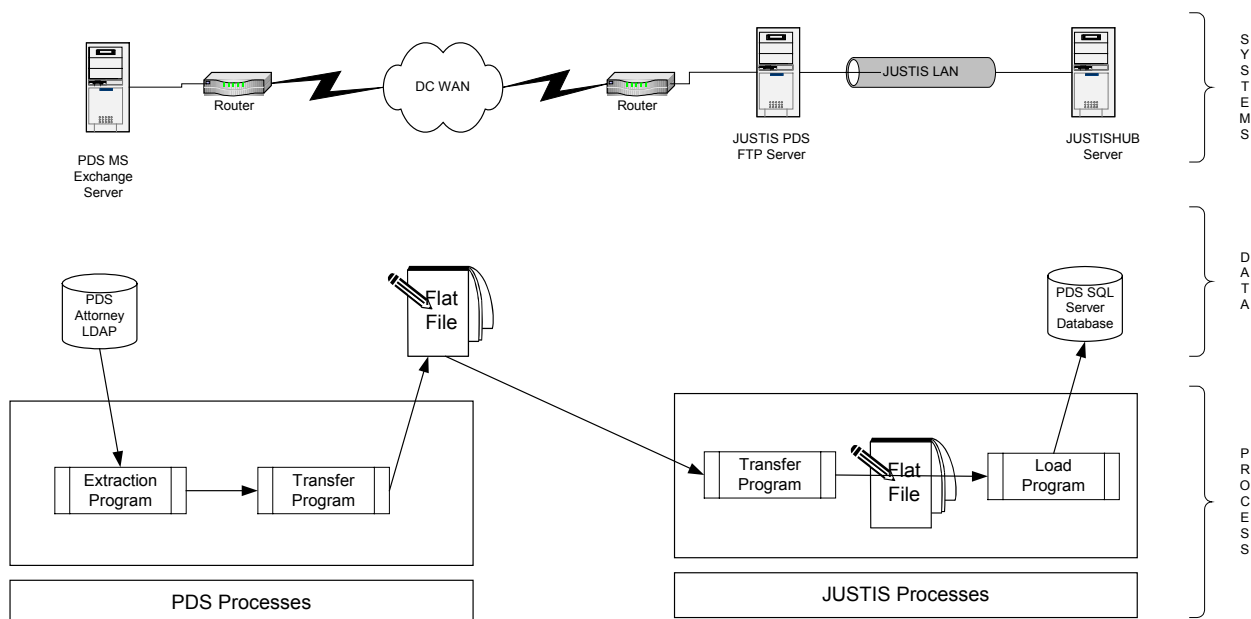
## 7.3 Data Transfer Design

### 7.3.1 Description

PDS has agreed to contribute PDS Attorney contact information. Currently PDS stores this data in an exchange server. The general concept of the PDS data contribution methodology is to initiate a scheduled process that extracts the data as a flat file from the PDS Microsoft Exchange Server. The flat file is then transmitted to the JUSTIS PDS WS FTP Server. In a separate process JUSTIS begins polling for a new extracted PDS file on the WS FTP server. Once the file is located it is then transferred to the JUSTISHUB Server and subsequently loaded into a PDS SQL Server Database. The JUSTIS Inquiry Application utilizes the PDS SQL Server Database when making inquiries on PDS data.

The data to be acquired from PDS contains a low number of records and would fill only a small volume of a server's memory; therefore it is not necessary to store the agency data on a separate physical server from other agency data. This is done in an effort to maximize the utilization of available hardware capacity. To ensure data security, the PDS SQL Server Database located on the JUSTISHUB Server will be separate from any other agency data.

### 7.3.2 Diagram



### 7.3.3 *Process Flow*

1. At PDS – weekly the PDS extraction program is run. This program extracts all the attorney contact information records from the Microsoft Exchange Server and places them into flat files.
2. At PDS – once the flat file is extracted it is transmitted to the PDS FTP Server.
3. At JUSTIS – a scheduler program polls the PDS WS FTP server for the presence of a new flat file. Polling will run every 15 minutes until a file is found or for nine hours whichever is reached first. If nine hours is reached and no file has been found, an error message is written to the JUSTIS log files and the JUSTIS operations staff is instructed to investigate and resolve the issue.
4. At JUSTIS – after the new file is received a Load Program processed the records into the JUSTIS PDS SQL Server Database. A “date of last update” (DLU) flag is updated to reflect the date and time that the PDS data was refreshed.
5. JUSTIS users utilize the inquiry application to view data contributed by PDS. The inquiry screen informs the user of the DLU for this data.

## 8. Pretrial Services Agency

### 8.1 Agency Details

#### 8.1.1 Address

Pretrial Services Agency  
633 Indiana Avenue, NW  
Washington, D.C., 20004-2902

#### 8.1.2 Contacts

The individuals listed in the following table are considered Pretrial Services Agency JUSTIS Contacts. These contacts have supported the JUSTIS Proof of Concept and will continue to assist the implementation team throughout JUSTIS phase 2.

Role	Name	Contact Info.	E-mail
Management and Policy	Ronald Hickey	(202) 585-7928	hickeyr@csosa.fed.us
Data and Systems	Marcello Macherelli	(202) 585-7924	marcherellim@csosa.fed.us
Network Connectivity	Ronald Hickey	(202) 585-7928	hickeyr@csosa.fed.us
Data Quality Assurance	Diana Lowery	(202) 220-5677	loweryd@csosa.fed.us
Help Desk	Pamela Johnson	(202) 220-5671	johnsonp@csosa.fed.us
Data Security	Rae Grice	(202) 220-5682	gricer@csosa.fed.us
System Training	Laura DeVol	(202) 220-5639	devoll@csosa.fed.us
Webmaster			

### 8.2 Data to be Contributed

PDS has agreed to contribute the following data to JUSTIS:

### Pretrial Services Agency Data to be Contributed:

Offender Pretrial Status	Presents the pretrial status of the offender
--------------------------	--

The data is indexed by the following fields:

Pretrial Services Agency Data Indices	
PDID	Police Department Identification Number
BAID Number	
Docket Number	Superior Court Docket Number
Last Name	Offender Last Name
First Name	Offender First Name
DOB	Offender Date of Birth

The table below lists the data elements that constitute Offender Pretrial Status, which will be contributed to JUSTIS from PSA:

Pretrial Service Agency Pretrial Data	
Field Name	Type
PDID	Text
BAID Number	Integer
Last Name	Text
First Name	Text
DOB	Date
Sex	Text
Race	Text
Bace	Text
Filedt	Date
Docket	Text
Status	Text
Dispdt	Date

Pretrial Service Agency Pretrial Data	
Field Name	Type
RelType	Text
Releasedt	Date
Jobdate	Text

### 8.3 Data Transfer Design

PSA will design a data extract program specifically for twice a week updates to JUSTIS after an initial load of the entire database has been sent to the JUSTISCSOSA server. This section will describe the extraction process from ABA DABA and the subsequent data load to the JUSTISCSOSA server.

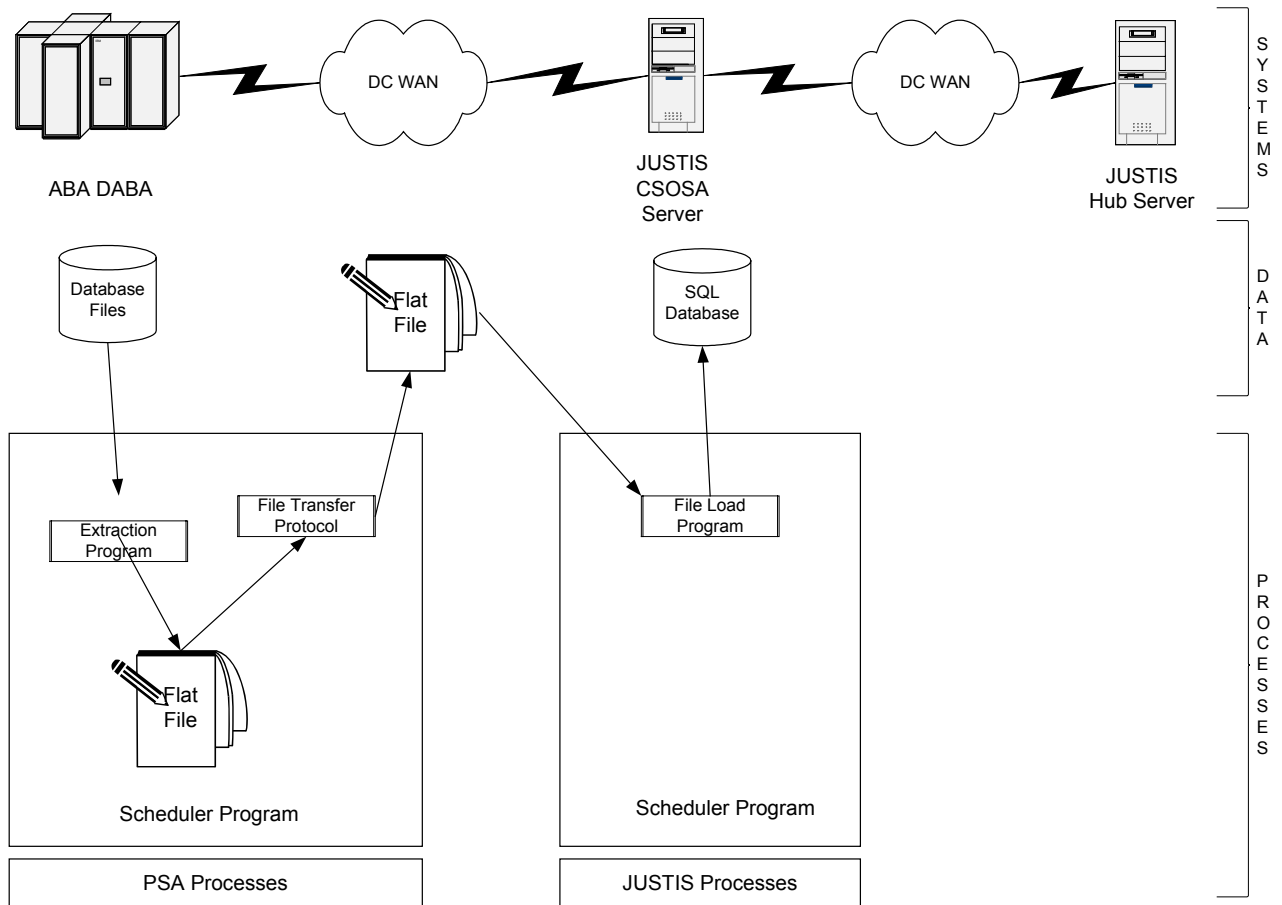
#### 8.3.1 *Description*

Initially PSA will extract a file that contains all the agreed upon contributing fields for all the records stored in ABA DABA. This initial load will be updated with a twice a week extraction that contains only those records that have been changed in some manner.

The extraction program from ABA DABA will be designed and developed by PSA. The program will extract all the records that have been updated since the last extraction program. The data will be extracted to a flat file format. The flat file will then be transferred automatically through the utilization of a FTP facility on the mainframe to the JUSTISCSOSA server. A load program on the JUSTISCSOSA server will be designed and developed by the PSA. The load program will take the transferred flat file and load it into the SQL database on the JUSTISCSOSA server.

The data of last update (DLU) will be included in the flat file generated by the PSA extraction program. This DLU will be displayed on the JUSTIS Inquiry Application interface for all inquiries made against PSA data.

### 8.3.2 Diagram



### 8.3.3 Process Flow

1. At PSA/MPD – Two times a week, currently on Monday and Thursday nights, the extraction program is run. This program extracts all records that have been changed since the last extraction from ABA DABA, condenses all the tables into a PSA designed table, and places it in a flat file format.
2. At PSA/MPD – the flat file is then transferred to the JUSTISCSOSA server via a FTP facility.
3. At JUSTIS – a scheduler program on the JUSTISCSOSA server creates a backup of the current SQL Server Database.

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4. At JUSTIS – a file load program will take the integrated flat file into the current SQL database by replacing the records that on the SQL database with those that are included in the transferred flat file. The DLU field is updated from the additional field generated during the extraction process.
5. JUSTIS users use the inquiry application and read data from the SQL Server database for PSA. The inquiry screens inform the user of the DLU for this data.



## 9. U.S. Attorney's Office

### 9.1 Agency Details

#### 9.1.1 Address

U.S. Attorney's Office  
 United States Attorney Office for the District of Columbia  
 555 4th Street, NW  
 Washington, DC 20001

#### 9.1.2 Contacts

Role	Name	Telephone	Email
Management and Policy	James DeCoster	202 514-0495	james.decoster@usdoj.gov
Data and Systems	Nancy Gonzalez	202 514-7362	nancy.gonzalez@usdoj.gov
Data and Systems	Dinh Doan	202 514-0766	dinh.doan@usdoj.gov
Network Connectivity	Greg Walker	202 514-7357	gregory.walker4@usdoj.gov
Data Quality Assurance	Patricia Santos	202 514-7382	patricia.santos@usdoj.gov
Help Desk	Joyce Sanderlin	202 305-4630	joyce.sanderlin@usdoj.gov
Data Security	Fred Doyle	202 616-0801	fred.doyle@usdoj.gov
System Training	Joyce Sanderlin	202 305-4630	joyce.sanderlin@usdoj.gov
Web Master			

### 9.2 Data to be Contributed

The United States Attorney's Office has selected the following data to be shared through the JUSTIS System:

United States Attorney's Office Contributed Data	
Case Assignment	Attorney Assigned to Case

This data is indexed by the following data elements:

United States Attorney's Office Data Indices	
Docket Number	Case Docket Number Generated by the Court System

USAO agreed to share data from table *desc rcis\_case\_summary*. The following elements are being provided to the JUSTIS system.

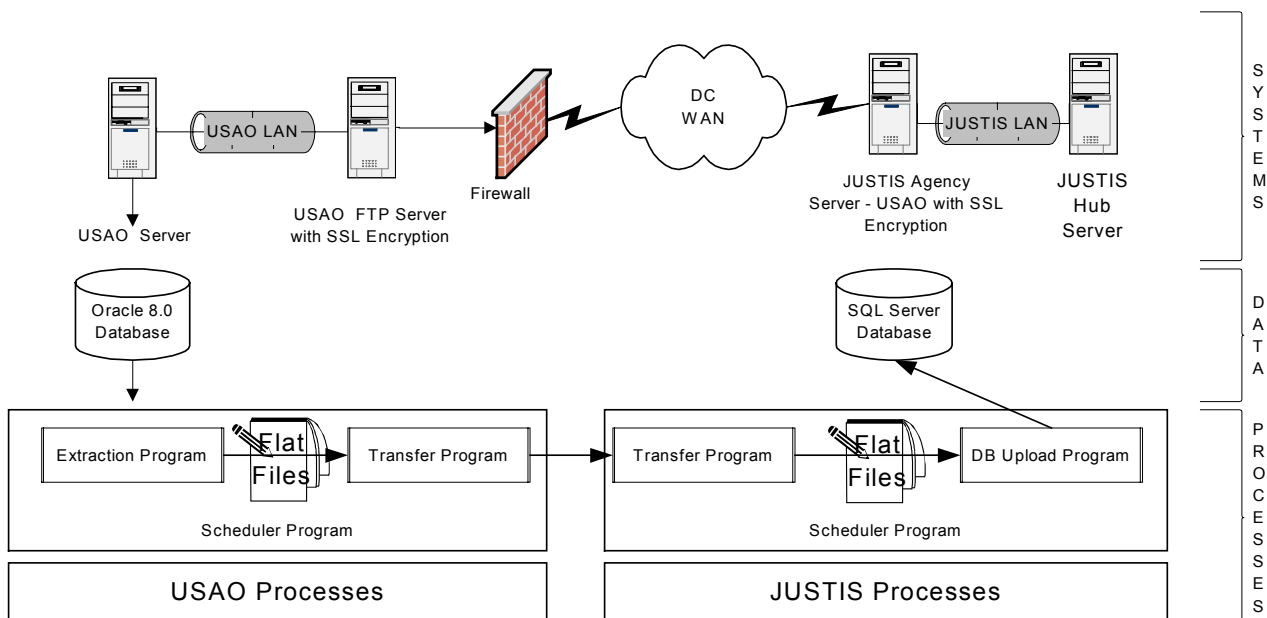
USAO Identification Table	
Field Name	Type
DOCKETNO	VARCHAR2
INDICTAUSA	VARCHAR2
PAPERINGAUSA	VARCHAR2
PRIMARYAUSA	VARCHAR2
PRIMARYUSAASGNDATE	DATE
SUPERAUSA	VARCHAR2
SUPERAUSAASGNDATE	DATE
SECONDAUSA	VARCHAR2
SECONDDUSAASGNDATE	DATE

## 9.3 Data Transfer Design

### 9.3.1 Description

Nightly, a flat file extraction of USAO data will be created. Each extraction will be of the complete database table. The extraction files will be transmitted via secure File Transfer Protocol to the JUSTISUSAO server.

### 9.3.2 Diagram



### 9.3.3 Process Flow

1. At USAO – nightly, the extraction program is run. This program extracts all current active records from the USAO Oracle database into a flat file
2. At USAO – once the flat file is extracted, it is transmitted to USAO FTP site on the JUSTISUSAO server.
3. At JUSTIS – a scheduler program polls the USAO FTP site for the presence of new flat files. Polling starts at 6 a.m. and runs every 15 minutes until either a file is found or 3 p.m. is reached. If 3 p.m. is reached and no file has been found, an error message is written to the JUSTIS log files and the JUSTIS operations staff is instructed to investigate and resolve the issue.
4. At JUSTIS – after a new file is received, the DB Upload Program processes the records into the JUSTIS staging database for USAO. A “date of last update” (DLU) flag is updated to reflect the date and time that the USAO data was refreshed.
5. JUSTIS users use the inquiry application and read data from the JUSTIS staging database for USAO. The inquiry screens inform the user of the DLU for this data.

## 10. U.S. Parole Commission

### 10.1 Agency Details

#### 10.1.1 Address

U.S. Parole Commission  
5550 Friendship Boulevard  
Suite 420  
Chevy Chase, Maryland 20815

#### 10.1.2 Contacts

Role	Name	Telephone	Email
Management and Policy	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
Data and Systems	Jerry Hess	301 492-5980	jerry.hess@usdoj.gov
Network Connectivity	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
Data Quality Assurance	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
Help Desk	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
Data Security	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
System Training	Sheldon Adelberg	301 492-5980	sheldon.adelberg@usdoj.gov
Web Master	Benjamin Kirby	301 492-5980	benjamin.kirby@usdoj.gov

### 10.2 Data to be Contributed

During development of the JUSTIS proof-of-concept, USPC indicated that they would be able to share the following types of data:

U.S. Parole Commission Shared Data	
Final Decision Documents	

This data is indexed by the following data elements:

U.S. Parole Commission Data Indices	
FBI Number	Record Number Assigned by the FBI
PDID	Fingerprint Supported Unique Identification Number
Name	Last Name of the Arrestee
DCDC Number	District of Columbia Department of Corrections Number

During the planning for JUSTIS phase 2 data contribution, a much more detailed view of this data emerged. The data from USPC will be shared through a replicated SQL Server database pointing to the files at the U.S. Parole Commission local area network. The following are the SQL 7 table layouts:

USPC Prisoner Data	
Field Name	Type
Reg	Char
PDID	Char
FirstName	Char
MiddleName	Char
LastName	Char
FBI	Char
DCDC	Char
DateofBirth	Datetime
Race	Char
Jurisdiction	Char

USPC Jurisdiction Data	
Field Name	Type
JurisCode	Char
JurisDescription	Char

USPC Race Data	
Field Name	Type
RaceCode	Char
RaceDescription	

USPC Audit Trial Data	
Field Name	Type
Audit_Id	Int
User_Id	Int
Date_Query	Datetime
Reg	Char

USPC Document Type Data	
Field Name	Type
DocTypeCode	Char
Description	Char
RemoteUserAccess	Smallint
AddresseeTable	Char
DocumentWebPath	Char
DocumentWkstnPath	Char

USPC Document Data	
Field Name	Type
Reg	Char
CreateDate	Datetime
DocTypeCode	Char
AddresseeCode	Char
SignatoryFml	Char
KeyerFml	Char
DocumentName	Char

USPC User Data	
Field Name	Type
User_Id	Int
User_Fname	Char
User_Lname	Char
User_Logon_Id	Char
Security_Level_code	Int
User_password	Char

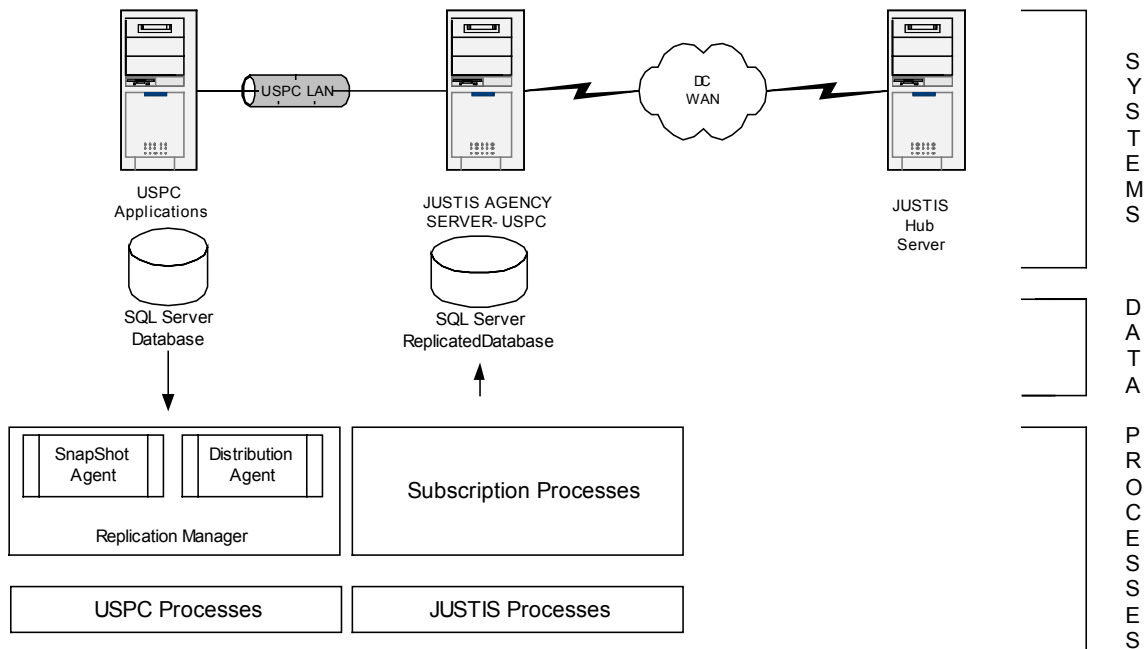
USPC Security Data	
Field Name	Type
Security_Level_Code	Int
Security_Level_Desc	Varchar

## 10.3 Data Transfer Design

### 10.3.1 Description

USPC will contribute data to the JUSTIS system via a replicated SQL Server database. Replication is the process of copying and distributing data and database objects from one database to another and then synchronizing between databases for consistency. Replication can be used to distribute data to different locations, to remote or mobile users over a local area network, and over the Internet.

### 10.3.2 Diagram



### 10.3.3 Process Flow

1. At USPC – developed programs create snapshot replication of agency SQL Server databases. Snapshot replication copies data and or database objects exactly as they exist at that moment.
2. At USPC – once the replication of USPC database is completed, the subsequent transactions are sent to the replicated database on the JUSTISUSPC server.



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3. At JUSTIS – subscription processes will pull data from distribution agent at USPC server and populate the replicated database at JUSTISUSPC server.
4. At JUSTIS – update inquiry application to incorporate USPC data. PDID, Last Name, First Name and Registration Number will be used as the lookup fields for USPC data.
5. JUSTIS users use the inquiry application and read data from the JUSTIS staging database for USPC. The inquiry screens inform the user of the DLU for this data.

## 11. Youth Services Administration

### 11.1 Agency Details

#### 11.1.1 Address

Youth Services Administration  
25 M Street, S.W.  
Room 207  
Washington, D.C. 20024

#### 11.1.2 Contacts

Role	Name	Telephone	Email
Management and Policy	Valerie Boykin	202 724-5071	vboykin@ysa.dcgov.org
Data and Systems	Randall Moore	202 724-6661	rmoore@ysa.dcgov.org
Data and Systems	Laura Caldwell	202 724-8767	lcaldwell@ysa.dcgov.org
Network Connectivity	Laura Caldwell	202 724-8767	lcaldwell@ysa.dcgov.org
Data Quality Assurance	Laura Caldwell	202 724-8767	lcaldwell@ysa.dcgov.org
Help Desk	Laura Caldwell	202 724-8767	lcaldwell@ysa.dcgov.org
Data Security	Randall Moore	202 724-6661	rmoore@ysa.dcgov.org
System Training	Randall Moore	202 724-6661	rmoore@ysa.dcgov.org
Web Master			

### 11.2 Data to be Contributed

Due to the sensitive nature of some of YSA's (Youth Services Administration) data only YSA, OCC and DCSC are allowed to view YSA data. In Phase 2 of the JUSTIS System YSA selected the following data to share:

### Youth Services Administration Shared Data

Supervision Data	Data
------------------	------

This data is indexed by the following data elements:

### Youth Services Administration Data Indices

Social File Number YSA File Number	Index
---------------------------------------	-------

YSA agreed to share the following data.

### Youth Services Administration Data Table

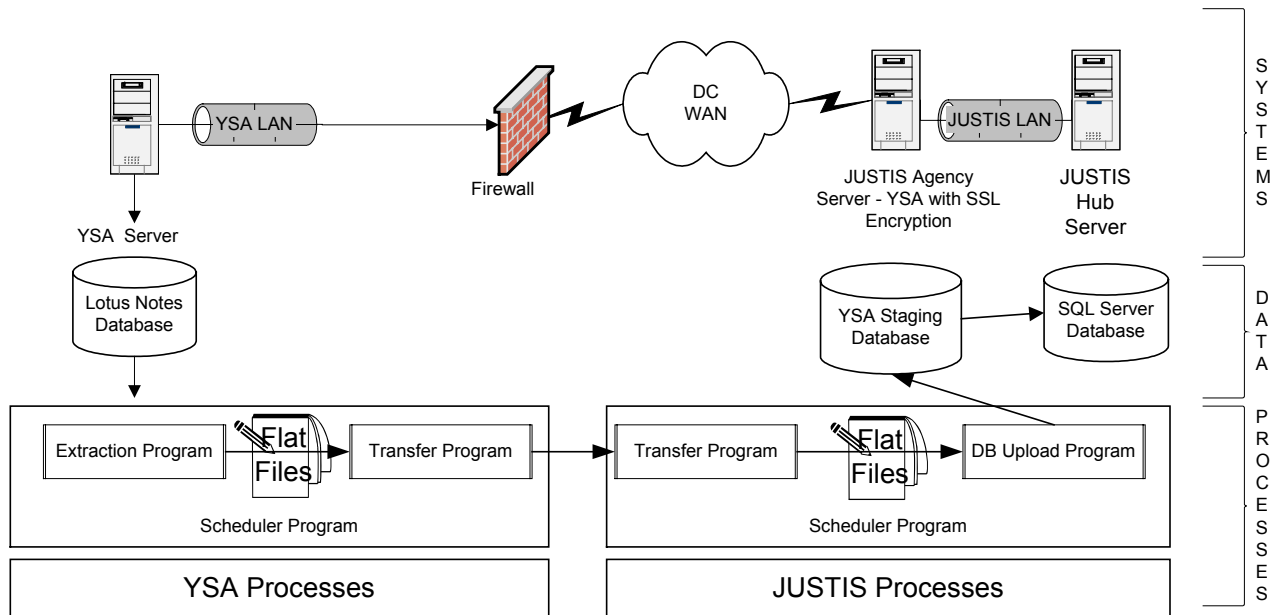
Field Name	Type
Youth Name	Text
Youth Alias	Text
Current Address	Text
Ward	Text
Date of Birth	Date
Social Security Number	Text
Social File Number	Text
Jacket Number(s)	Text
Race/Ethnic Origin	Text
Primary Language	Text
Date of Commitment/Court Order	Text
Parent/Guardian Information (name, address, phone #s)	Text
Youth's YSA/BCCS Case Manager and contact information	Text
Youth's Current Placement	Text

## 11.3 Data Transfer Design

### 11.3.1 Description

A flat file extraction of YSA data will be created on a scheduled basis that has yet to be finalized, but is expected nightly. Each extraction will be of the complete database table. The extraction files will be transmitted via secure File Transfer Protocol (FTP) to the JUSTISDCSC server.

### 11.3.2 Diagram



### 11.3.3 Process Flow

1. At YSA – nightly, the extraction program is run. This program extracts all current active records from the YSA Lotus Notes database into a flat file.
2. At YSA – once the flat file is extracted, it is transmitted from YSA to a secure YSA FTP site located on the JUSTISDCSC server via SSL encrypted FTP.
3. At JUSTIS – a scheduler program polls the YSA FTP site on the JUSTISDCSC server for the presence of new flat files. Polling starts at 6 a.m. and runs every 15 minutes until either a file is found or 3 p.m. is reached. If 3 p.m. is reached and no

- file has been found, an error message is written to the JUSTIS log files and the JUSTIS operations staff is instructed to investigate and resolve the issue.
4. At JUSTIS – after a new file is received, the DB Upload Program processes the records into the JUSTIS staging database for YSA. A “date of last update” (DLU) flag is updated to reflect the date and time that the YSA data was refreshed.
  5. At JUSTIS – at this point the YSA staging database is then replicated into an YSA SQL Server database that serves as the primary database for JUSTIS access.
  6. JUSTIS users use the inquiry application and read data from the YSA SQL Server database. The inquiry screens inform the user of the DLU for this data.